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11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet R&O - HLVW Axle	
Solicitation No. - N° de l'invitation W8486-148833/A	Date 2013-11-25
Client Reference No. - N° de référence du client W8486-148833	
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-634-63971	
File No. - N° de dossier hs634.W8486-148833	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-07	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input checked="" type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Paquin, Benoit	Buyer Id - Id de l'acheteur hs634
Telephone No. - N° de téléphone (819) 956-3966 ()	FAX No. - N° de FAX (819) 956-5227
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Industrial Vehicles & Machinery Products Division
11 Laurier St./11, rue Laurier
7B1, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

W8486-148833/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hs634W8486-148833

Buyer ID - Id de l'acheteur

hs634

CCC No./N° CCC - FMS No/ N° VME

W8486-148833

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ANNEX A – STATEMENT OF WORK

1 The Contractor shall carry out all necessary processes required to return the following Axles and related items such as, but not limited to internal parts, external parts, shafts protruding from the Axles and attachments to a fully serviceable condition, in accordance with the scope of work detailed herein and Annex B - Statement of Work for Free Flow (Components) for Repair and Overhaul

- a) NSN 2520-21-904-8623 - Axle Assembly, Front (Steyr p/n 991 12 40 0607);
- b) NSN 2520-21-904-8624 - Axle Assembly, Rear (Steyr p/n 991 14 30 0619);
- c) NSN 2520-21-904-8871 - Axle Assembly, Rear (Steyr p/n 991 14 30 0617);
- d) NSN 2520-21-913-7416 - Axle Assembly, Rear (Steyr p/n 991 14 30 0638);
- e) NSN 2520-21-904-8625 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0618);
- f) NSN 2520-21-904-8870 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0616); and
- g) NSN 2520-21-913-7415 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0637).

2 The Contractor shall be responsible for all work related to the R&O services of the Axles and related items, including but not limited to: disassembly, cleaning, inspection, repairs, overhaul, reassembly, painting, calibration, testing, packaging and preservation process.

3 The Contractor shall be responsible for procuring all replacement parts and materials in support of the R&O services.

4 All work shall be performed in accordance with the following:

In the event of conflict between the documents referred to herein, the Original Equipment Manufacturer's (OEM) specification shall take precedence.

- a) NSN 2520-21-904-8623 - Axle Assembly, Front (Steyr p/n 991 12 40 0607) - C-30-404-000/MP-000, Part 5, Annex A;
- b) NSN 2520-21-904-8624 - Axle Assembly, Rear (Steyr p/n 991 14 30 0619) - C-30-404-000/MP-000, Part 5, Annex C;
- c) NSN 2520-21-904-8871 - Axle Assembly, Rear (Steyr p/n 991 14 30 0617) - C-30-404-000/MP-000, Part 5, Annex C;
- d) NSN 2520-21-913-7416 - Axle Assembly, Rear (Steyr p/n 991 14 30 0638) - C-30-404-000/MP-000, Part 5, Annex C;
- e) NSN 2520-21-904-8625 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0618) - C-30-404-000/MP-000, Part 5, Annex B;
- f) NSN 2520-21-904-8870 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0616) - C-30-404-000/MP-000, Part 5, Annex B; and
- g) NSN 2520-21-913-7415 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0637) - C-30-404-000/MP-000, Part 5, Annex B.

The following bullets shall be performed in conjunction to Para 4a to 4g for all Axles and related items.

- Cleaning:

External surfaces of housings and cases shall have old paint removed ensuring there shall be no cracks and that new paint shall adhere to all surfaces when repainted.

Annex A – HLVW Axles
W8486-148833
Dated: June 27th, 2013

- Inspection:

When required, the Axle brake S-cam shafts and inner axle drive shafts worn or damaged due to, but not limited to, warpage that exceed the specifications (Ref Para 4a to 4g), deep scratches, galling, corrosion of the machined surfaces for bearings or bushings shall be chromed, re-chromed or replaced, but shall first be authorized by NDQAR prior to the work to continue.

When required, front Axle steering knuckle assembly found to be worn or damaged due to, but not limited to, deep scratches, galling, corrosion of the machined surfaces for bearings or bushings shall be chromed, re-chromed or replaced, but shall first be authorized by NDQAR prior to the work to continue.

- Threads and Inserts:

All threads and threaded ports found damaged shall be repaired.

- Painting:

The Axles and related items shall be coated with a commercial grade automotive paint, color 34094 (flat green).

During the painting process, contractor shall ensure all exposed machine surfaces are left paint free with a suitable corrosive resistant compound applied to the surface(s).

The Contractor shall also ensure that all exposed seals and rubber protective covers (rubber boots) are kept paint free to prevent the surfaces from drying and cracking. The Contractor shall ensure all electrical wiring, attached electrical components, sending units, vents, breathers and breather tubes (if made of plastic or rubber) are kept free of paint as well.

- Packaging and preservation process:

The process shall include caps and inserts for all threaded openings.

5 Mandatory replacement Parts:

The Contractor shall replace all parts as detailed in the following documents:

- a) NSN 2520-21-904-8623 - Axle Assembly, Front (Steyr p/n 991 12 40 0607) - C-30-404-000/MP-000, Part 5, Annex A, Section 8;
- b) NSN 2520-21-904-8624 - Axle Assembly, Rear (Steyr p/n 991 14 30 0619) - C-30-404-000/MP-000, Part 5, Annex C, Section 8;
- c) NSN 2520-21-904-8871 - Axle Assembly, Rear (Steyr p/n 991 14 30 0617) - C-30-404-000/MP-000, Part 5, Annex C, Section 8;
- d) NSN 2520-21-913-7416 - Axle Assembly, Rear (Steyr p/n 991 14 30 0638) - C-30-404-000/MP-000, Part 5, Annex C, Section 8;
- e) NSN 2520-21-904-8625 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0618) - C-30-404-000/MP-000, Part 5, Annex B, Section 8;
- f) NSN 2520-21-904-8870 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0616) - C-30-404-000/MP-000, Part 5, Annex B, Section 8; and
- g) NSN 2520-21-913-7415 - Axle Assembly, Intermediate (Steyr p/n 991 14 30 0637) - C-30-404-000/MP-000, Part 5, Annex B, Section 8.

Annex A – HLVW Axles
W8486-148833
Dated: June 27th, 2013
6 Substitution:

All parts shall be supplied by the OEM or their authorized distributors/dealers in accordance with the most recent OEM drawings and /or specifications.

Any proposed amendment or change to the specification of the parts shall be authorized by the Technical Authority (TA), through the Contracting and Procurement authorities.

Any parts that are not OEM shall be approved by the TA prior to their use and shall be of the same form, fit, function and quality as the original OEM parts.

The Contractor shall provide to the TA, any information needed to evaluate the proposed substitute parts, including but not limited to; technical data, drawings and specifications.

7 Work authorized to exceed the Maximum Repair Cost (MRC):

For work authorized by the TA to exceed the MRC (Ref A-LM-184-001/JS-001), the Contractor shall not commence or continue with the work until all parts necessary to perform the repair and return the Axles and related items to a fully serviceable condition are available.

8 Disassembly Beyond Economic Repair (BER):

Items that have been approved by the TA to be BER are considered as GSM and remain the property of the Government of Canada.

BER items in this Contract shall be disassembled and used when required in the manufacture and repair of the parts detailed in Para 1 and shall not be used to substitute any of the mandatory replacement parts (Ref Para 5).

The Contractor shall maintain satisfactory records and provide a quarterly report to the TA of the disposition of all BER items including, but not limited to, the disposal and re-use of individual components to repair the parts detailed in Para 1.

9 Technical Investigations & Engineering Studies (TIES) and Special Investigations & Technical Studies (SITS):

When requested through a DND 626 Task Authorization, the Contractor shall perform TIES and SITS.

10 Repair and Overhaul Manager (R&OM):

The Contractor shall assign a R&OM for this R&O contract. The R&OM shall have the responsibility and authority to manage all aspects of the work and be able to make decisions on behalf of the Contractor. The R&OM shall be the main interface with DND.

The R&OM shall have a minimum of three (3) continuous years of experience in the last eight (8) years in managing similar R&O activities as contained in this SOW and a minimum of one (1) continuous year of supervisory experience in the last five (5) years.

The Contractor shall advise the TA and the PA of any changes in the assigned R&OM within 10 days of changes.

Annex A – HLVW Axles

W8486-148833

Dated: June 27th, 2013

11 R&O Contractor Effectiveness Report:

The Contractor shall provide a R&O Contractor Effectiveness Report as per A-LM-184-001/JS-001, Part 2, Para 53, Bullet A to Q to the PA on a quarterly basis and within 5 business days when requested by the PA.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The report shall be submitted to the PA no later than 5 calendar days before the end of the reporting period.

LOGISTICS STATEMENT OF WORK for FREE FLOW (Components) for REPAIR and OVERHAUL

LOGISTICS
(Generic)
STATEMENT OF WORK

for
FREE FLOW (Components)

for
Repair and Overhaul

Issued on authority of the Assistant Deputy Minister (Material)
(ADM(Mat))

OPI: DMPP 4-4 2009-09-01

Record of Changes

Identification of Changes		Date Entered	Signature
Ch. #	Date		

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FOREWORD

This Statement of Work (SOW) is distributed on the authority of the Assistant Deputy Minister (Material) (ADM(Mat)). It will be distributed, as required, internally to ADM (Mat) staff engaged in raising Repair and Overhaul (R&O) Instrument (PI).

This SOW contains generic attachments for use by Procurement Authorities (PA), to raise a specific SOW in support of contracts engaged in the R&O of materiel on behalf of the Department of National Defence (DND).

The generic SOW is effective upon receipt. Suggestions for changes must be forwarded through normal channels to DMPP 4-4.

1.0 GENERAL

1.1 AIM

1.1.1 The Contractor shall repair and/or overhaul only those items for which he has received authorization in accordance with the Selection Notice and Priority Summary (SNAPS) for Repairable Materiel Account (RMA) code(s)_____ and/or an approved Repairable Materiel Request (RMR). The Contractor shall conform to such supply procedures as are advised in this SOW related to the management of DND equipment and stores in his possession. DND reserves the right to exercise surveillance over all aspects of the Contractor's supply operation. Repair and/or Overhaul priorities will be maintained as advised in the SNAPS. Repair priority for RMRs shall be "Routine" unless otherwise stipulated.

1.2 EXTENT OF WORK

1.2.1 The complete overhaul of all arisings (except life items that are time expired) is not permitted under the terms of this Statement of Work. The intent is that repair work will be done and overhaul resorted to only where such is economically and technically justifiable; or where required by technical specifications. The following definitions will apply:

- a. **Repair:** The identification and correction of those specific defects which degrade the performance of an item causing it to function below the specifications;
- b. **Overhaul:** The restoration of an item to its original condition/near life expectancy. It includes the replacement of worn, damaged or life expired parts; the incorporation of approved modifications; and the rework of components as necessary;
- c. **Inter-changeability:** Following repair, the item must remain fully interchangeable (form, fit and function) with articles catalogued under the same reference number, part number and of the same modification status. This concept of inter-changeability must be extended to include internal characteristics such as wave forms and components layout in order to ensure full compatibility with automatic test equipment software and automatic probing;
- d. **Serviceable Condition:** The condition of an equipment which allows it to be used, shipped or held in stores without being subjected to any limitations not applicable to new equipment; and
- e. **Reliability and Maintainability:** The definitions of MIL STD-721 will apply.

2.0 ADMINISTRATION

2.1 RECEIPT

2.1.1 Upon receipt of DND equipment, the Contractor shall:

- a. identify the equipment and ensure authority to repair (SNAPS, RMRs);
- b. Open a work order;
- c. carry out a physical check to ensure that the item is complete and is in accordance with the accompanying vouchers;
- d. complete receipt documentation, including any adjustment transactions, work order number; and
- e. action warranty materiel.

NOTE: Work order shall be raised within 48 hours of delivery to plant

2.1.2 If the Contractor is missing any information or documentation, he shall request it through the National Defence Quality Assurance Representative (NDQAR).

2.1.3 For those items where the basis of payment is other than firm fixed price, and based upon available information and/or inspection of the item, the Contractor shall determine the extent of work required, prepare a cost estimate, and if cost to repair is below the maximum repair cost (MRC), proceed with the repair. Whenever cost to repair threatens to exceed the MRC, the Contractor shall request authority in writing to proceed with the repair in accordance with PART 2 of A-LM-184-001/JS-001.

2.1.4 Where it is impossible to determine the cost to repair, the Contractor may be granted authority by the PA to strip the equipment so as to assess its repair and/or overhaul potential and to estimate the costs. Unless otherwise specified, and regardless of the value of the equipment, the cost of the work involved in estimating repair is chargeable to the item whether or not it is subsequently repaired.

2.2 DISCREPANCIES IN SHIPMENTS

2.2.1 If upon initial inspection, the Contractor identifies equipment as having the same form, fit and function as other equipment, but as being misidentified, the Contractor shall forward a detailed message to the Consignor and to their National Defence Quality Assurance Region (NDQAR) representative with a recommendation for corrective action. A discrepancy in shipment can consist of any of the following:

- a. In-condition
- b. Surplus
- c. Shortage

2.2.2 The Contractor shall action discrepancies in shipments in accordance with PART 3 of A-LM-184-001/JS-001.

2.3 COMPLETION OF WORK

2.3.1 On completion of Repair and/or Overhaul, the Contractor shall prepare and transmit a stock holding code (SC) change notification in accordance with PART 2 of A-LM-184-001/JS-001.

2.3.2 The following "Contractor Certification" shall be stamped on the CFSS Supply Document and signed prior to the Contractor transmitting the SC Change Notification.

Contractor Certification

I certify that the item(s) listed above have been inspected, tested and conform to all specifications and requirements detailed in the contract or purchase order.

Signature _____ **Date** _____

(Contractor QC)

3.0 WORK CONTROL

3.1 The Contractor shall ensure that the repair of all DND equipment is controlled by a serial numbered work order in accordance with PART 2 of A-LM-184-001/JS-001. Upon completion of work, the work order shall include as a minimum the following:

- a. a contract serial number against which all costs incurred are chargeable;
- b. the NATO Stock Number (NSN) and/or Part Number (PN), description, quantity and serial number, if any, of item repaired;
- c. a cross reference to all Supply Documents. This includes receipt, issues and returns, including scrap activity, finalization of repair, inspection, and final acceptance;
- d. reference to the applicable technical data;
- e. details of the work performed;
- f. a list of all the parts, by part number and description, found unserviceable and requiring repair and/or overhaul, ensuring that the repair scheme is referenced
- g. a list of parts required, identifying the stores from which issued (eg, CIS, GFOS, AAS or CFM);

- h. repair cost estimate; and
- i. the identity of the person opening the work order.

3.2 The Contractor shall provide to the NDQAR, and as necessary amend, a list of Contractor personnel authorized to open work orders.

4.0 ANNUAL REPAIR FORECAST - SNAPs

4.1 The contractor shall notify the Procurement Authority when the receipt for a selected repairable line item exceeds the current (fiscal) year forecast (CYF) in the SNAPs report. The contractor shall not induct the line item until written approval is received from the Procurement Authority (PA) or the SNAPs forecast is amended.

5.0 COST CONTROL

5.1 The Contractor shall monitor the cost of each repair to ensure that total repair costs remain within approved limits. Appropriate management control procedures must be in place and records maintained. These control procedures and records shall be available for review and/or audit on request.

6.0 COSTING RECORDS

6.1 The Contractor shall prepare forms and maintain records which will provide:

- a. a cost listing, by serial number if applicable, of each item or job lot going through the repair line;
- b. a detail of the extent of work carried out, in-process inspections completed and materiel embodied at any stage of the repair process;
- c. the average cost of repair and/or overhaul, by NSN; and
- d. the total repair cost for an item (NSN), by work order.

NOTE: This data shall be provided as requested by the Procurement Authority and/or NDQAR.

7.0 MAINTENANCE SUPPORT

7.1 MINOR REPAIRS

7.1.1 If DND supplied parts are urgently required to effect delivery of Free Flow (components) and are not immediately available from DND, then minor repair may be carried out to the unserviceable part by the prime Contractor, as approved by the PA who will advise NDQAR accordingly.

7.2 MOBILE REPAIR PARTIES (MRPs)

7.2.1 The Contractor shall provide an MRP, when authorized by the Procurement Authority.

There are two types of MRP:

- A scheduled Mobile Repair Party (MRP); for a scheduled MRP, the PA must follow the DND626 Task Authorization process outlined in PAM 3.3.2.2.
- An unscheduled, Immediate Operational Requirement (IOR), extraordinary and exceptional Mobile Repair Party (MRP). The unscheduled IOR MRP happens under exceptional and extraordinary circumstances (for example: pre-deployment preparations for an unexpected extended operational mission) and requires an immediate response from DND.

The process to action an unscheduled IOR MRP is as follows:

- The TA/PM is responsible to:
 - call the PA;
 - describe the work to be done;
 - request that the unscheduled IOR MRP process be used.
- The PA is responsible to:
 - Ensure that the instructions for unscheduled IOR MRPs are contained in the contract;
 - Refer to the “Procedures and Guidelines for Mobile Repair Parties Manned by Contractor Personnel” document (NDID C-02-005-011/AM-000).
Note: This document is available through the DSCO [website](#);
 - Review the requirement to confirm that it is effectively an unscheduled IOR MRP;
 - Approve the unscheduled IOR MRP;
 - Confirm by e-mail to the TA/PM and the company that the requirement is approved.
Note: The PA’s e-mail is the written agreement that allows the work to proceed.

7.2.2 Upon mutual agreement the Contractor will be required to provide competent engineers and/or technicians to field sites to perform engineering projects and/or to effect repairs or modifications to the installations. All matters pertaining to the performance of the work on the site shall be referred to the cognizant Base Technical Services Officer, and/or Air/Ship’s Staff, or their appointed delegate who will be responsible for the conduct of the work and shall signify satisfactory completion and acceptance of the work by signing Appendices C and D to the aforementioned NDID/CFTO. This service shall

be accomplished to the satisfaction of the site Commanding Officer, his authorized representative, or NDHQ as directed.

7.2.3 On completion of work the Contractor will provide the Procurement Authority with a cost breakdown indicating labour hours by trade, travel expenses, living expenses, etc. Costs are to be all inclusive and will be an indication of the actual amount being claimed. Travel costs must not exceed approved TB Guidelines available at http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv-eng.asp unless pre-approved in writing by the Procurement Authority prior to undertaking the travel.

7.2.4 If requested, the Contractor shall submit two (2) copies of a monthly progress report covering MRP activities to the Procurement Authority. The level of detail and format will be stipulated in the individual DND 626 tasking should such a report deemed to be necessary. (Note: such a report is rarely called up).

7.3 EQUIPMENT TURN AROUND TIME (TAT)

7.3.1 Unless specifically identified within the contract, equipment Turn-Around-Time (TAT) to a serviceable state shall be achieved in 90 Calendar days. TAT is defined as that period of time from "date of receipt to date item is reported serviceable". Repair priority is governed by the SNAPS. The principle of "first-in / first-out" (FIFO), shall be observed whenever possible.

7.4 PRIORITY REPAIR REQUEST (PRR)

7.4.1 The Contractor shall be prepared to satisfy PRRs in an expeditious manner. If the Required Delivery Date (RDD) cannot be met, the Contractor shall advise the originator and the consignee for a more realistic Estimated Delivery Date (EDD). This EDD shall be amended as required until the PRR is satisfied.

7.5 SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs)

7.5.1 When authorized by the Procurement Authority, the Contractor shall undertake special investigation and technical studies and shall provide relevant data to these investigations as and when required. The scope of work normally covered under special investigation and technical studies is to cater for equipment not meeting specification standards or due to repetitive failures. This excludes studies and/or investigations which have or will have fleet fitment application.

7.6 TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES)

7.6.1 When authorized by the Procurement Authority, the Contractor shall undertake technical investigations and engineering studies. This activity includes the provision of system and maintenance support and management services. It includes the requirement analysis and planning to ensure current reliability availability of specifications can be met, the scheduling of maintenance, the identification of spares and support, as well as

the development of policies and maintenance procedures. It also includes the contract management activities as well as the validation/acceptance of deliverables when maintenance activity is contracted.

8.0 SUPPLY SUPPORT

8.1 TRANSACTION DOCUMENTATION

8.1.1 The Contractor's Document Control Group (DCG) facilities will file and retain the following auditable transaction documentations by applicable account (RMA or RSA) warehouse either by Stock Code or by Requisition Number, in accordance with Part 3 of A-LM-184-001/JS-001:

- a. Stock Code sequence followed by requisition number; or
- b. Requisition number.

8.2 CONTRACTOR SUPPLY ACCOUNTING

8.2.1 Materiel held on Contractor Repair Parts Account (CRPA), Repair Shop Account (RSA) and Repairable Materiel Account (RMA) shall be accounted for as per the Canadian Forces Supply System (CFSS) automated procedures in accordance with A-LM-184-001/JS-001. Government Furnished Overhaul Spares (GFOS) and Accountable Advanced Spares (AAS) will be accounted for in either a manual or an automated system. Regardless of the system used, the Contractor shall maintain an audit trail acceptable to DND. Further, any automated or manual materiel accounting system shall first be approved by the PA. Supply accounting records for DND materiel shall be maintained separate from other company records.

8.3 MANAGEMENT OF DND-OWNED SPARES

8.3.1 The Contractor is responsible for determining the requirement for spares, obtaining the spares, maintaining custody of the spares, accounting for the spares in an approved manner for use on the R&O repair line and for the disposal (when so directed) of the spares in accordance with A-LM-184-001/JS-001.

8.3.2 Spares shall be used in the following order:

- a. Government Furnished Overhaul Spares (GFOS);
- b. Contract Issue Spares (CIS);
- c. Accountable Advance Spares (AAS); and
- d. Contractor Furnished Materiel (CFM).

8.4 SPARES REVIEW

8.4.1 In conjunction with the stocktaking schedule, the Contractor shall carry out a review of CIS to determine if holdings of any particular item:

- a. exceed the economic stock retention level. The level is normally equal to an estimated four (4) months stock;
- b. have become surplus to requirements as a result of a modification, disposal, obsolescent or transfer of the major equipment; and/or
- c. are no longer fit for use in the R&O of DND equipment.

8.4.2 In conjunction with the stocktaking schedule, the Contractor shall carry out a review of GFOS to determine if stock holdings include any item which:

- a. has become surplus to requirement as a result of removal of the end item from the Selection Notice and Priority Summary (SNAPS);
- b. has become redundant because of a modification change notice, product improvement, etc...;
- b. is a catalogued item which should have been transferred to CIS.

8.4.3 The Contractor shall dispose of and/or transfer spares which meet the criteria above and shall prepare and handle the necessary documentation associated with the disposal function in accordance with PART 7 of A-LM-184-001/JS-001.

8.5 STOCKTAKING

8.5.1 The Contractor shall initiate and complete a one hundred per cent (100%) manual stocktaking of RMA, RSA, CRPA(CIS), GFOS and AAS as a minimum once every two years in accordance with PART 6 of A-LM-184-001/JS-001.

8.6 SELECTION NOTICE OBSERVATION MESSAGE (SNOM)

8.6.1 Contractors wishing to make observations on information contained in the SNAPS, including Maximum Repair Cost (MRC), shall do so by submitting their observations using the Selection Notice Observation Message (SNOM) in accordance with PART 2 of A-LM-184-001/JS-001

8.7 EMBODIMENT FEES

8.7.1 On normal transfer or issue of items (spares) between AAS, CIS or GFOS accounts, any embodiment fees shall only be paid once and only upon actual embodiment. Supply accounting records for DND materiel shall be maintained separate from other company records.

8.7.2 On bulk transfer/disposal of items in CIS, GFOS or AAS accounts, embodiment fees, if applicable, are subject to a separate PWGSC negotiated rate.

8.8 LOSS OR DAMAGE TO DND MATERIEL

8.8.1 The Contractor shall report to the NDQAR all instances of loss or damage to DND owned materiel in his custody within two (2) working days of confirmation of its discovery.

8.8.2 The Contractor may be authorized to make repairs to DND-owned equipment on loan. All requests shall be forwarded to the Procurement Authority for approval. If the Contractor is authorized to repair damaged DND materiel, he shall notify the NDQAR before any repair commences to enable adequate quality assurance of the repair.

8.8.3 Loss or damage of materiel in transit shall be actioned in accordance with Part 8 of A-LM-184-001/JS-001.

8.9 SCRAP - CUSTODY & DISPOSAL

8.9.1 The Contractor shall safeguard, control, and dispose of the scrap materiel in accordance with Part 7 of A-LM-184-001/JS-001.

8.10 PRESERVATION AND PACKAGING FAILURE

8.10.1 Equipment damaged due to preservation and packaging failures in shipments shall be reported to the NDQAR using form CF 777, Unsatisfactory Condition Report(UCR), supported by photographs in accordance with CFTO C-02-015-001/AG-000.

8.11 REUSABLE CONTAINERS

8.11.1 Surplus reusable containers shall be brought on charge (BOC) to the CRPA, in accordance with PART 3 of A-LM-184-001/JS-001.

8.11.2 The Contractor shall inspect, repair and/or repaint reusable metal or wooden containers. If a requirement to repair, replace or provide a reusable container or other packaging materiel has been identified, it will become a charge against the R&O contract at a negotiated rate shown in the "basis of payment" and on the repair work order.

8.12 TRANSPORTATION

8.12.1 The Contractor shall be responsible to action all transportation requirements in accordance with PART 8 of A-LM-184-001/JS-001.

8.13 CUSTOMS & EXCISE

8.13.1 DND is responsible for clearing Customs of all DND materiel consigned to R&O Contractors. If a Contractor sub-contracts to an out of country location, the Contractor is responsible for the preparation of all the necessary customs documentations. Customs Brokers shall not be utilized unless specifically authorized by the Procurement Authority.

9.0 WARRANTY CONSIDERATION

9.1 Materiel which has been returned for warranty consideration will be actioned in accordance with PART 10 of A-LM-184-001/JS-001.

10.0 CONTRACTOR USE OF DND EQUIPMENT/PUBLICATIONS

10.1 The Contractor shall not use DND publications, tools, test-equipment, or jigs and fixtures for commercial work without the written consent of DND. In instances where DND has provided such consent, PWGSC will negotiate suitable compensation for DND. All requests shall be directed to the Procurement Authority through PWGSC.

11.0 STOP REPAIR ACTION

11.1 The Contractor shall comply immediately with all stop repair instructions. Detailed procedures are contained in PART 2 of A-LM-184-001/JS-001.

12.0 PUBLICATIONS

12.1 General procedures with respect to management of publications are contained in PART 11 of A-LM-184-001/JS-001. The Contractor shall document requirements for publications and submit to the NDQAR. The Contractor shall develop procedures to control all DND publications in their possession and be responsible for amending all DND publications in his custody. The Record of amendments shall be maintained as indicated in the applicable area of each publication.

12.2 Unless otherwise specified, publications may be copied and/or extracts taken from them. As these copies/extracts are not subject to follow-up amendment action, they are not valid for use as a reference document and shall be stamped "FOR INFORMATION ONLY". Contractors shall ensure that any classified documents are provided with the appropriate security, consistent with the provisions of A-SJ-100-001/AS-000.

12.3 The Contractor shall respond to any request for "verification of publication holdings" which may be requested periodically by DND.

13.0 OFFICE SERVICES

13.1 The Contractor shall perform the secretarial and clerical work necessary to carry out the terms of this contract with respect to the preparation, filing and transmission of all

forms, reports and correspondence, relating to the movement, accounting, storage, repair, overhaul, quality control and investigation of materiel covered by this contract. The provision of these office services shall be deemed to be work as defined in PWGSC clause (1) of 2035 General Conditions – Higher Complexity – Services.

14.0 MINUTES OF MEETINGS

14.1 When minutes of meetings are required, the Contractor shall be responsible for taking them and preparing them in a format approved by the Procurement Authority. The Contractor shall submit the minutes to Public Works and Government Services Canada (PWGSC) or the Procurement Authority as directed at the meeting, within ten (10) working days following the meeting.

15.0 PLANT SHUTDOWN/VACATION PERIOD

15.1 During plant shutdown and/or vacation periods, the Contractor shall ensure that adequate facilities/personnel are available to ensure the satisfaction of High Priority Requirements (HPRs). If contractor personnel are not on site during shutdown, a list of names and home phone numbers of those Contractor personnel to be contacted during plant closure shall be provided to the NDQAR. It is the Contractor's responsibility to ensure that personnel are available to satisfy PRR requirements once identified.

16.0 REPORTS

16.1 MRP PROGRESS REPORTS

16.1.1 The Contractor shall submit one (1) copy of the monthly progress report covering Mobile Repair Party (MRP) activities in accordance with PWGSC Form (7139) to the Procurement Authority, and one (1) copy to the supporting NDQAR.

16.2 TECHNICAL INVESTIGATION AND ENGINEERING STUDIES (TIES) REPORTS

16.2.1 Technical Investigations and Engineering Studies may only be authorized by the Procurement Authority. The Contractor shall complete a Technical Investigation Report as stipulated under a DND 626 on an as required basis when so directed.

16.3 ACCIDENT/INCIDENT REPORTS

16.3.1 The Contractor shall submit accident/incident reports in accordance with Chapter 7 Para 32(b) and Chapter 7 Para 41 (f) of CFTO A-GA-135-001/AA-001, through the supporting NDQAR.

16.4 R&O CONTRACTOR EFFECTIVENESS REPORT

16.4.1 The R&O Effectiveness Report is described in PART 2 of A-LM-184-001/JS-001. The Procurement Authority will monitor Contractor's Turn-Around-Time using the R&O Effectiveness Report.

16.5 ANNUAL CONTRACTOR HELD INVENTORY REPORT

16.5.1 The contractor will be required to report annually to the PA on the value of all Accountable Advance Spares (AAS) and Government Furnished Overhaul Spares (GFOS) inventory held on March 31. Annex A provides details on how to report this inventory, and Annex B is a sample copy of the report proforma.

Annex A <> Contractor-Held Inventory Reporting Requirements

The instructions to complete the Contractor-Held Inventory Reporting templates are as follows:

Part A

"DND Owned Inventory Holdings held by Contractors as at 31 Mar 20XX".

Notes:

1. A separate Inventory Holdings report is required for Consumable Inventory and Repairable Inventory. If your inventory cannot be reported or separated on the basis of consumable versus repairable, please state what the majority of the inventory would be classified as repairable or consumable based on the definitions below.
2. Loaned equipment from DND must be authorized through a DND-authorized loan agreement. Reporting shall be as per the conditions of the loan agreement.
3. Whole Capital assets are not to be reported to DND. Whole Capital Assets are equipment that has been purchased by DND for the contractor that are not inventory, such as vehicles, test equipment, etc.
4. The reports provided by the company inventory system are acceptable for reporting purposes to DND, as long as they contain the essential information requested in the template provided.
5. Provide any alternate part number or manufacture part number in addition to the part number listed above. Provide the class also, if available, as well as any additional field information you have that may help to classify the data.
6. Provide the inventory report in **electronic format, MS Excel** being the preferred software, advise Procurement Authority if not available.

Definitions:

Government Furnished Overhaul Spares (GFOS) – Non-catalogued inventory spares which are not purchased by the contractor but arise from: AA spares transferred from another contractor; DND procurement with the US government; spares salvaged from DND equipment; or de-catalogued CIS spares which are for 3rd line use only. GFOS spares are not recorded in the Canadian Forces Supply System (CFSS).

Accountable Advance Spares (AAS) – Non-catalogued inventory spares which the contractor has been authorized by DND to purchase using DND funds, on an exceptional basis. The CFSS does not track AAS.

Bonded Stock – Inventory spares which the Out of Country contractor has been authorized by DND to purchase using DND funds, on an exceptional basis. The CFSS does not track bonded stock.

Repairable Inventory – An item of supply designated as capable of being repaired.

Consumable Inventory – An item of supply that is not repairable.

Part B

”Repairable Template Input/Output Repairable Inventory Report for the Year Ending 31 March 20XX” and “Consumable Template Input/Output Consumable Inventory Report for the Year Ending 31 March 20XX”:

Notes:

1. The closing inventory as at 31 Mar 20XX must be equal to the itemized listings provided in the consumable and repairable reports of ‘DND Owned Inventory Holdings as at 31 Mar 20XX.’
2. A separate Input/Output Inventory Report is required for Consumable Inventory and Repairable Inventory.
3. It is preferable to provide the data in a part number level format detailing the equipment platform supported, but the summary level report as outlined in the template is acceptable.
4. Report in one currency only and specify the currency if it is not Canadian.

Part C

"Additional Information Requested for Year-End Reporting"

The following information is requested:

1. Description of the activities performed under the Repair and Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (such as R&O on Hercules engines);
2. How often stocktaking is performed on the contractor holdings of DND owned inventory;
3. Date of last stocktaking;
4. The accounting method used by the contractor to value the inventory reported first-in-first-out (FIFO), last-in-first-out (LIFO), historical cost or moving weighted average;

5. Is this a sub-contractor to another company? If so, who?
6. DND and contractor point of contact for the inventory report as at 31 Mar 20XX

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PART B

**REPAIRABLE TEMPLATE
INPUT / OUTPUT REPAIRABLE INVENTORY REPORT
FOR THE YEAR ENDING 31 MARCH 20XX**

Opening Inventory as at 1 April 20XX:	<input type="text"/>
Plus: Cost of Goods Purchased or Acquired:	<input type="text"/>
Minus: Consumption / Removals:	<input type="text"/>
Closing Inventory as at 31 March 20XX:	<input type="text" value="\$ -"/>

NOTES

Note 1: The closing inventory as at 31 March 20XX must be equal to the itemized listing of repairable items provided through Part A, DND Owned Inventory Holdings Held by Contractors as at 31 March 20XX.

Note 2: A separate Input / Output Inventory Report is required for Consumable Inventory and Repairable Inventory.

Note 3: Report in one currency only and specify the currency if it is not Canadian.

PART B

**CONSUMABLE TEMPLATE
INPUT / OUTPUT CONSUMABLE INVENTORY REPORT
FOR THE YEAR ENDING 31 MARCH 20XX**

Opening Inventory as at 1 April 20XX:	<input type="text"/>
Plus: Cost of Goods Purchased or Acquired:	<input type="text"/>
Minus: Consumption / Removals:	<input type="text"/>
Closing Inventory as at 31 March 20XX:	<input type="text" value="\$ -"/>

NOTES

Note 1: The closing inventory as at 31 March 20XX must be equal to the itemized listing of consumable items provided through Part A, DND Owned Inventory Held by Contractors as at 31 March 20XX.

Note 2: A separate Input / Output Inventory Report is required for Consumable Inventory and Repairable Inventory.

Note 3: Report in one currency only and specify the currency if it is not Canadian.

PART C

ADDITIONAL INFORMATION REQUESTED FOR YEAR END REPORTING

Description of the activities performed under the Repair & Overhaul (R&O) contract(s) supported by the inventory holdings if not supplied on the Part A spreadsheet (i.e. R&O on Hercules engines).	
How often is a stocktaking performed on the contractor holdings of DND owned inventory?	
What is the date of last stocktaking?	
What accounting method is used by the contractor to value the inventory reported (FIFO, LIFO, historical cost or moving weighted average)?	
Is this a sub-contractor to another company? If so, who?	
DND and Contractor points of contact for the inventory report as at 31 March 20XX.	

NOTES

Note 1: Inventory reports may be subject to audit by the Office of the Auditor General (OAG).

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		<p>Contract no. – N° du contrat</p> <hr/> <p>Task no. – N° de la tâche</p>
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à	<p>_____</p> <p style="text-align: center;">Date</p> <p style="text-align: right;">_____ for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU' AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

MANDATORY EVALUATION CRITERIA

MANDATORY REQUIREMENT			REFERENCE
<p>M1. The Bidder shall provide a sample of a completed “R&O Contractor Effectiveness Report” (simulated data).</p> <p>The report shall contain, as a minimum, the provisions of A-LM-184-001/JS-001, Part 2, Para 53, Bullet A to Q.</p>			
<p>M2. The Bidder shall provide a “Repair and Overhaul Logistics Plan” in accordance with the Statement of Work for Logistic, Repair and Overhaul for Free Flow Components - Annex B, which clearly demonstrates the procedures related to the following activities:</p> <ul style="list-style-type: none"> a. Material induction (upon receipt of DND equipment). b. Work Control c. Completion of work <p>The plan shall also demonstrate how the Bidder will mitigate the risk of work stoppage or slow down of the repair line should there be a lack of any spare parts in support of the R&O services.</p>			

MANDATORY REQUIREMENT			REFERENCE
<p>M3. The bidder shall demonstrate how DND material will be protected in accordance with A-LM-184-001/JS-001, Part 1, Para 8 and shall identify the following, which will be made available for the work performed under the contract:</p> <ul style="list-style-type: none"> • owned facilities; • leased facilities; • location; • provide the description / size layout of work areas; and • storage facilities. <p>The Bidder shall demonstrate how the location of the proposed facilities will be accessible to commercial transportation to ensure that the turn around time (TAT) can be met. The Bidder shall demonstrate its facilities have an adequate and secure storage location to ensure that repairable items can be stored while being scheduled for repair and overhaul; or waiting return transportation arrangements following completion of repair and overhaul. The Bidder shall demonstrate how items that are not inside a re-usable wood or steel container will be stored in an indoor secure storage location. The Bidder shall demonstrate how items that are stored in an outside secured storage location will be protected from the elements and related damages.</p>			
<p>M4. The Bidder shall demonstrate their experience and expertise as they relate to the work that will be performed under the SOW.</p> <p>The Bidder shall demonstrate it has a minimum of three (3) continuous years of experience during the last 15 years in providing R&O services for similar items for which a bid is being submitted.</p>			

Annex E - Mandatory Evaluation Criteria

To W8486-148833

Dated: October 15th, 2013

MANDATORY REQUIREMENT			REFERENCE
<p>M5. The Bidder shall provide a Pre-Production Plan which describes, as a minimum, the production start up activities, such as ordering of parts, along with the time frame required to complete each described activities starting after award of contract.</p> <p>The Pre-Production Plan shall demonstrate how the initial turn-around time (TAT) of 90 days can be met upon receipt of the first repairable item.</p>			
<p>M6. The Bidder shall demonstrate that they have access to the Original Equipment Manufacturers (OEM) for the receipt of the specification(s) updates, service bulletins and engineering support for the work.</p>			
<p>M7. The Bidder shall provide specific qualifications and experience on the personnel expected to perform work under the contract. Including any relevancy training and experience in the area of expertise required. Your response shall include, as a minimum, qualified mechanics and in-house trained personnel.</p>			

MANDATORY REQUIREMENT			REFERENCE
<p>M8. The Bidder shall provide specific qualifications on the proposed Repair and Overhaul Manager (R&OM) expected to manage the R&O contract, including any relevancy training in the area of expertise required. The Bidder shall demonstrate how the R&OM will have the responsibility and authority to manage all aspects of the work, be able to make decisions on behalf of the Contractor and be the main interface with DND.</p> <p>The Bidder shall provide the curriculum vitae of the proposed R&OM where it shall demonstrate the following experience; a minimum of three (3) continuous years in the last eight (8) years in managing similar R&O activities as for which a bid is being submitted and a minimum of one (1) continuous year in the last five (5) years of supervisory experience.</p>			
<p>M9. The Bidder shall provide a Quality Control Plan which demonstrates how the requirements of the SOW will be met and shall include, the following:</p> <ul style="list-style-type: none"> • receiving inspection checklist; • in-process inspection checklist; • test procedure checklist; and • preservation and packaging checklist. <p>The Quality Control Plan shall demonstrate how the work to be performed, including that of sub-contractors, will be monitored for quality control and shall include the references to the Bidders Quality Assurance & Procedures Manuals.</p>			

**ANNEX F
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY -
CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1 The Bidder certifies having no work force in Canada.
- A2 The Bidder certifies being a public sector employer.
- A3 The Bidder certifies being a [federally regulated employer](#) being subject to the *Employment Equity Act*.
- A4 The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with HRSDC-Labour.

OR

- A5.2 The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

B1 The Bidder is not a Joint Venture.

OR

B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

